

Washington Conservation Corps (WCC)

2003/04 Emergency Management Individual Placement (IP) Program



The Washington Department of Ecology is pleased to announce that it anticipates funding from the Corporation for National Service (AmeriCorps) to place individual WCC Members within sponsoring organizations in the field of Emergency Management.

WCC's mission is to conserve and enhance the natural resources of Washington State and provide young adults an opportunity to enrich themselves through meaningful work and community service. The WCC is now able to provide a member to assist within the field of emergency response and Homeland Security. The goal is to eliminate risks and enhance capabilities to respond to natural or man-made disasters or any other state emergency.

The Members (18 to 25 years of age) are available to any public or non-profit entity and can work directly with organizations for a period up to one year beginning October 2003 through September 2004. **Organizations may choose to apply for 3 years of funding (through 2006) at this time.**

Applications must be received by June 15, 2003

- Successful applicants will be notified by July 15, 2003
- Positions start October 1, 2003

Eligible Activities

- Recruitment of volunteers and identification of groups as first responders for emergency and natural disaster response
- Network with emergency response volunteers to create response drills and provide training
- Provide logistical services for coordinating emergency services within state and local departments
- Work with schools to enhance disaster preparedness
- Assistance in completing hazard mitigation plans
- Other emergency response duties as deemed suitable by your emergency response department may apply

Volunteer Requirement

The AmeriCorps Program is committed to using community volunteers to help get things done. Applicants are required to involve additional volunteers in conjunction with the WCC Member's activities. Examples include having Members assist with recruiting, training, coordinating, and leading volunteers within the emergency response field.

The WCC will provide

- Funding to cover the salary (WA State minimum wage) and benefits for individual Corpsmembers for 36 hour workweek (except for the required match as described below)
- Payroll/administrative services
- Member's basic health insurance package and workers compensation
- Assistance in recruiting members
- Formal training program consisting of up to three one-week training sessions

Partner organizations will provide

- One year's worth of eligible projects including materials and technical support
- Cash matching funds of \$5,000 per individual Member
(*A non-federal matching source is preferred*)
- Supervision and logistical support for the Member(s)
- Any additional training necessary to successfully complete service assignments
- Bi-Annual reporting as required by WCC and the Corporation for National Service
- Transportation to and from all training and WCC events

Application Guidelines

Provide a narrative on your letterhead (no more than 4 pages) that clearly addresses the following criteria:

- Describe your organization's mission and how it relates to emergency response. You may attach additional program material, brochures, etc.
- Describe the expected outcomes of the project, and identify the number of Members you are requesting.
- Describe your organization's ability to meet the matching requirement including source of funds.
- Describe your organization's ability to manage the placement including your ability to provide supervision, transportation, tools, office equipment and logistical support for the Member(s).
- Describe your plans for additional training for the Member(s).
- Describe your plans for incorporating volunteers.
- Describe your organization's plan to recruit for this position.
- Develop a 1 – 3 paragraph job description.
- Develop and attach a timeline (no more than 1 page) that describes the key activities for each month.

Be sure your application includes a single point of contact. Include name, phone number, e-mail, and address. ◀Current grantees will be required to reapply by the application due date▶

To submit applications, or for additional information contact:



**Trevin Taylor
Department of Ecology
Washington Conservation Corps
P.O. Box 47600
Olympia, WA 98504-7600
(360) 407-6706
E-mail ttay461@ecy.wa.gov**